

COURT ORDER 87-015-01-12

COLLIN COUNTY
PERSONNEL ACTION FORM

BOOK 95 PAGE 647

NAME COPELAND LAST	RAE FIRST	ANN MIDDLE	DATE: 12/9/86
SOCIAL SEC NO 464 29 8065			DEPARTMENT: DISTRICT ATTORNEY

EMPLOYMENT	Employment Date 3/2/81	Job Title:	SALARY:
Previously Employed	Original Employment Date:	Separation Date:	Supervisor:
ELIGIBILITY DATES (For Office Use Only)		Vacation Days	Sick Leave:
		Insurance (Medical)	Self Dependents

Salary and/or title change	Current Job Title LEGAL SECRETARY	Current Salary \$1945.00	Range R9	Step F2
	New Job Title SAME	New Salary \$2042.00	Range R9	Step G2

Reason Satisfactory Performance Unsatisfactory Performance Exceptional Merit

TRANSFER	FROM	TO	SICK LEAVE	Dates of Sick Leave
LEAVE OF ABSENCE Give Reason	FROM	TO		Previous Days Sick Leave Taken This Year
RETURN	DATE	<input type="checkbox"/> Ins Notified		Was Doctor's Statement Furnished? <input type="checkbox"/> Yes <input type="checkbox"/> No

VACATION	Date Requested - From	To	Total Work Days Away	Previous Days Taken This Year
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SEPARATION	Employment Date	Last Day Worked	Rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain
Vac Pay No Hrs	Amt Paid	Comp Pay No Hrs	Amt Paid

- Voluntary Retirement
- Mandatory Retirement, Cn Policy
- Death
- Illness or Injury
- Leaving Area
- Accept Other Job
- Dissatisfied
- Return To School
- Family Problems
- Resignation For Other Reasons
- Reduction In Force
- Habitually Absent or Tardy
- Unreported Absence
- Leaving Work Without Permission
- Insubordination
- Reporting Under Influence of Alcohol
- Drinking On Duty
- Destruction or Removal Of Co Property
- Falsification of County Records
- Misconduct
- Other (Explain in comments)

How Many Days Advance Notice Given?

COMMENTS

Dated this 12th day of DECEMBER, 19 86

Wm J Roberts
COUNTY JUDGE

EFFECTIVE DATE: 1/1/87

DATE *1/1/87* EMPLOYEE (IF APPLICABLE) *[Signature]*

DATE *[Signature]* DEPARTMENT HEAD

DATE *[Signature]* PERSONNEL DIRECTOR